



2011 Mid Year Progress Report

Grantee User Guide

July 2011





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This User Guide is intended to provide steps for preparing and completing the 2011 Mid Year Progress Report using eGrATIS. All data shown in images or examples are for illustration purposes only.

I. Introduction

What is eGrATIS?

eGrATIS (Electronic Grants Application Tracking Information System) is a web-based application developed for use by Grantees for preparation and submission of their federal grant budget application for funding their immunization program. eGrATIS is hosted on a Secure Data Network (SDN) server to insure the safety of the entered Sensitive but Unclassified data.

Reporting Mid Year Progress on 2011 Objectives

The Mid Year Progress Report module supports the creation of your Mid Year Progress Report. For each of your 2011 Application objectives, you will provide its status as well as progress and barriers to date. *Submitting in eGrATIS finalizes your report resulting in a generated report to be uploaded to Grants.gov.*

“Official” submission through Grants.gov

After you have completed and submitted the Mid Year Progress Report in eGrATIS, you will then download the Progress Report and submit this document into Grants.gov as part of Interim Progress Report submission.

Who are eGrATIS Users?

Your local Program Manager determines who will use eGrATIS, as well as what role you will have. This may include view-only or create and edit ability in different parts of the system. (If you have Super User role for Mid Year Progress report, you will also have it for the Application module.)

User Level	You may...
Super User	Enter and edit progress on objectives. Approve objective progress updates. Manage attachments and view system-generated report. Finalize (Submit) the progress report.
User Level 1 & User Level 2	Enter and edit progress on objectives. Manage attachments and view system-generated report. Cannot finalize (submit) the progress report .
User Level 3 & User Level 4	View (but not edit) the progress report. View attachments and system-generated report.



II. Access eGrATIS

You can access eGrATIS only if you have applied for and installed a CDC Secure Data Network (SDN) Digital Certificate and been given rights by the eGrATIS system administrator. If you do not have a certificate or access to eGrATIS, contact the SDN Helpdesk 1-800-532-9929, option 1. If you are unable to log into eGrATIS, please contact the eGrATIS System Administrator, Cindy Whitehead (cdw1@cdc.gov) or the eGrATIS System Administrator backup, Igor Bulim (idb1@cdc.gov).

Steps to Accessing eGrATIS

1. Open your internet browser (e.g., Internet Explorer).
2. Enter the following web address: <https://sdn.cdc.gov>.
3. Press the **Enter** key on the keyboard.
4. Ensure that your digital certificate is selected on the 'Choose a Digital Certificate' screen and select **OK**. You will be taken to the login screen of the CDC Public Health Partners website.
5. Enter your **Challenge Phrase**. This phrase was created by you when applying for the digital certificate.
6. Select **Submit**. If submission is successful, you will be logged into the CDC Public Health Partners website. If you have any problems logging into the SDN site, please contact the SDN helpdesk at 1-800-532-9929, Option 1.
7. Select the **eGrATIS** link from the **My Applications** section to log into eGrATIS.
8. If you are assigned more than one User Role, choose the role you need. Otherwise, skip to the next step.
9. You will be taken to the eGrATIS Award page, which lists the various grants available to you.

A screenshot of the eGrATIS web application. The top navigation bar includes the eGrATIS logo, a home icon, and links for "Award", "Log Out", "SuperUser Test", and "Gotham City". The main content area is titled "Available Awards:" and shows a breadcrumb trail: "CDC > NCIRD > ISD > POB > Immunizations Grants and VFC Program". Below this, two awards are listed: "Immunizations and Vaccines for Children Grant (CDC-RFA-IP08-803) - Active through 5/31/2012" and "Prevention and Public Health Fund (CDC-RFA-IP11-1107PPHF11) - Active through 12/31/2013". A section titled "Recently Viewed:" contains a table with two rows of data.

Organization	Program	Award / Application	Award #
CDC / NCIRD / ISD / POB	Immunizations Grants and VFC Program	Immunizations and Vaccines for Children Grant	CDC-RFA-IP08-803
CDC / NCIRD / ISD / POB	Immunizations Grants and VFC Program	Prevention and Public Health Fund	CDC-RFA-IP11-1107PPHF11

III. Access Progress Report Module

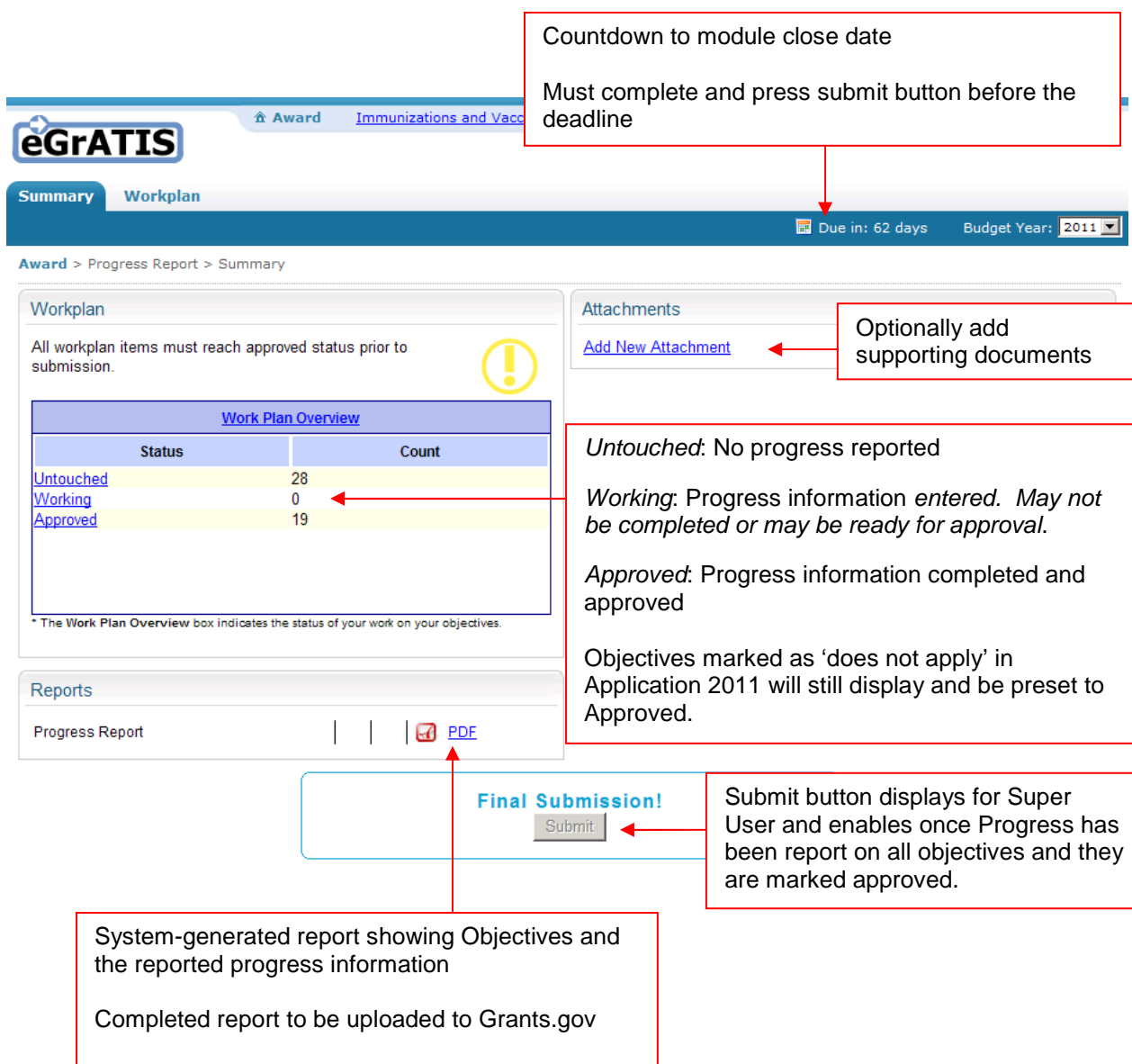
From the Award page, select the relevant grant: **Immunizations and Vaccines for Children Grant**.

On the home page, under Active Modules, select the “2011 Progress Report” link under **Active Modules** or “MY Prog Report (2011)” under **Modules** section.

All data in the screenshot is for demonstration purposes only. The Progress Report will be open for the number of days determined by CDC.



The Mid Year Progress Report module will display. (See next page)



Countdown to module close date

Must complete and press submit button before the deadline

Due in: 62 days Budget Year: 2011

Summary Workplan

Award > Progress Report > Summary

Workplan

All workplan items must reach approved status prior to submission.

Work Plan Overview

Status	Count
Untouched	28
Working	0
Approved	19

* The Work Plan Overview box indicates the status of your work on your objectives.

Attachments

[Add New Attachment](#)

Optionally add supporting documents

Untouched: No progress reported

Working: Progress information entered. May not be completed or may be ready for approval.

Approved: Progress information completed and approved

Objectives marked as 'does not apply' in Application 2011 will still display and be preset to Approved.

Reports

Progress Report | | | PDF

Final Submission!

Submit

Submit button displays for Super User and enables once Progress has been report on all objectives and they are marked approved.

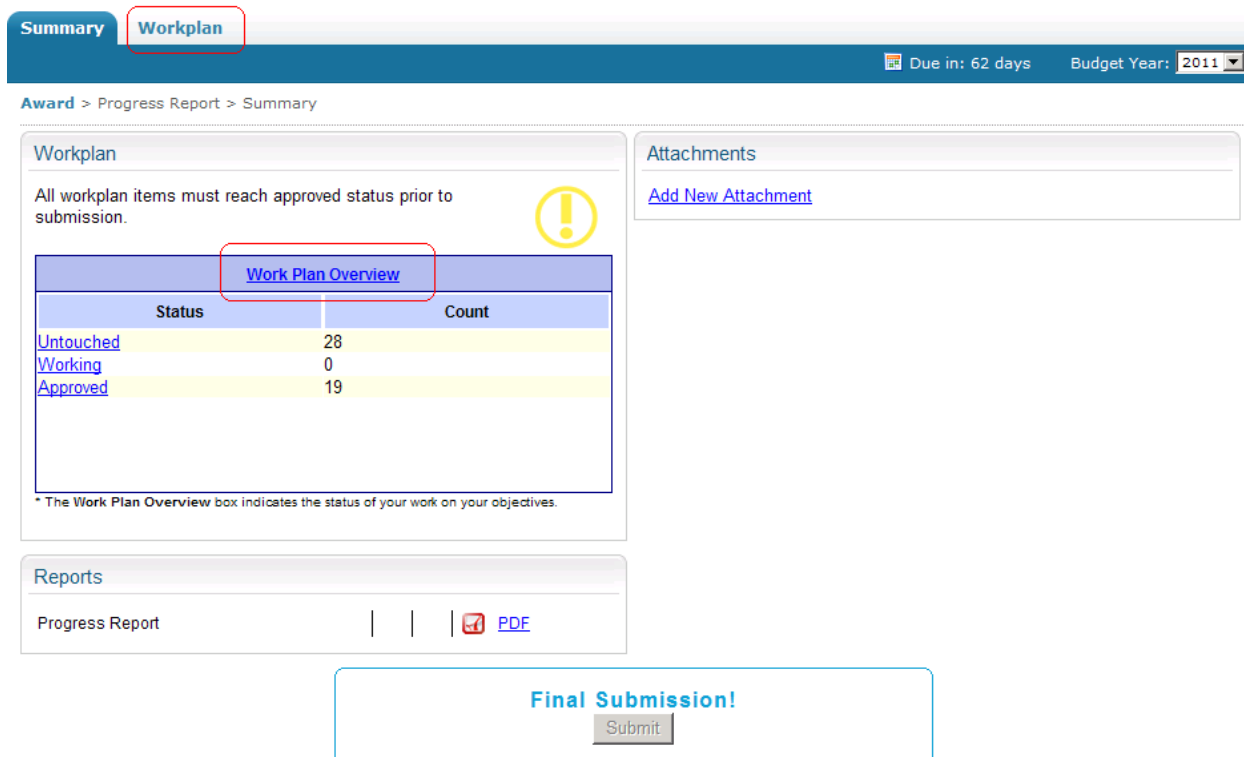
System-generated report showing Objectives and the reported progress information

Completed report to be uploaded to Grants.gov

IV. Report Progress on Objectives

You must report a progress update on every objective.

1. Select the **Workplan** navigation link from the Mid Year Progress Report summary page.
You may also select the **Workplan** tab.



The screenshot shows the 'Workplan' tab selected in the navigation bar. The page header includes 'Summary' and 'Workplan' tabs, with 'Workplan' being the active tab. The header also displays 'Due in: 62 days' and 'Budget Year: 2011'. The breadcrumb trail is 'Award > Progress Report > Summary'. The main content area is divided into two sections: 'Workplan' and 'Attachments'. The 'Workplan' section contains a warning message: 'All workplan items must reach approved status prior to submission.' followed by a yellow warning icon. Below this is a table titled 'Work Plan Overview' with two columns: 'Status' and 'Count'. The table lists three statuses: 'Untouched' (28), 'Working' (0), and 'Approved' (19). A note at the bottom of the table states: '* The Work Plan Overview box indicates the status of your work on your objectives.' The 'Attachments' section has a link 'Add New Attachment'. Below the 'Workplan' section is a 'Reports' section with a 'Progress Report' link and a 'PDF' icon. At the bottom of the page is a large blue button labeled 'Final Submission!' with a 'Submit' button inside it.

Summary Workplan

Due in: 62 days Budget Year: 2011

Award > Progress Report > Summary

Workplan

All workplan items must reach approved status prior to submission.

Work Plan Overview

Status	Count
Untouched	28
Working	0
Approved	19

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Attachments

[Add New Attachment](#)

Reports

Progress Report | | | PDF

Final Submission!

Submit

The system will present the objectives from the 2011 Application

Annotation 1: Review Notes Icon

Annotation 2: Objectives that were marked as "does not apply" during Application will display as Approved since there is no progress to report.

Annotation 3: Required objectives are marked with *. Optional objectives are marked with a Star.

Number	Status	Total Budget \$	Associations
2011 - 0101	Approved	\$0	Chapter 1: Program Planning and Evaluation
2011 - 0102	Untouched	\$259,578	Chapter 1: Program Planning and Evaluation
2011 - 0201	Untouched	\$265,274	Chapter 2: Vaccine Accountability and Management
2011 - 0202	Untouched	\$425,316	Chapter 2: Vaccine Accountability and Management
2011 - 0203	Untouched	\$194,926	Chapter 2: Vaccine Accountability and Management
2011 - 0204	Untouched	\$150,668	Chapter 2: Vaccine Accountability and Management
2011 - 0205	Untouched	\$196,269	Chapter 2: Vaccine Accountability and Management
2011 - 0206	Untouched	\$24,702	Chapter 2: Vaccine Accountability and Management
2011 - 0207	Untouched		Chapter 2: Vaccine Accountability and Management
2011 - 0301	Untouched		Chapter 3: Immunization Information Systems

Tip: Select the Review Notes icon to see the Review Note specified for the objective during application review.

Id	Review Note
353	(Weakness - High) Grantee failed to add a new evaluation plan for a component. Grantee must select a component for evaluation and submit activities and performance measures. No Recommendation Text

Note: If an objective was marked as "This objective does not apply" in the application, it will display; however, it will be set to Approved since there is no progress to report. See there is no Progress Update tab.

Objective Name: * Identify household contacts

Association: Chapter 5: Perinatal Hepatitis B Prevention

Type: Required


Statement: * Identify household contacts and sexual partners of HBsAg-positive pregnant women and ensure they receive the hepatitis B vaccine series, if susceptible.


IIS Related Objective: ☐


This Objective does not Apply: ☒

Reason: Marking this objective as does not apply to test this capability. If I fill this out, I do not have to enter any Performance Measure or Activity. Also, I cannot associate to any line item. Cannot fund an objective not part of the active workplan.


- ➔ **Tip:** Funding Breakout per Objective.


\$101,474  Working Chapter 1: Program F


Funding Breakout 

Source  Default shows the breakout of sources that fund the objective.

Funding Source	Amount
317 OPS	\$50,000
VFC OPS	\$1,050
VFC AFX	\$3,000
State Funds	\$47,424

\$101,474  Working Chapter 1: Program F

Funding Breakout 

Source  Default shows the breakout of line items associated to the objective.

Source	Category	Description	\$ Total	\$ Objective
317 OPS	FA-Personnel	Phil Fricks (Assistant SNS Coordinator-Pharmacy Manager:)	\$50,000	\$50,000
VFC OPS	FA-Contractual	SEMHA Detroit VFC & Imms/copied/102,401 (Other Public Entity - Sole Source)	\$3,000	\$1,050
VFC AFX	FA-Contractual	SEMHA Detroit VFC & Imms/copied/102,401 (Other Public Entity - Sole Source)	\$3,000	\$3,000
State Funds	FA-Personnel	Carl Doe (Assistant Laboratory Coordinator)	\$76,490	\$47,424

2. Select an Objective.

Summary

Workplan

Due in: 62 days

Budget Year: 2011

Award > Progress Report > Workplan

Click to view the filter options. Current filter: Status

Review

Edit

Number		Total Budget \$	Status	Associations
2011 - 0101	Tribes	\$0	Approved	Chapter 1: Program Planning and Evaluation
2011 - 0102	Evaluation	\$259,578	Untouched	Chapter 1: Program Planning and Evaluation
2011 - 0201	Written policies	\$265,274	Untouched	Chapter 2: Vaccine Accountability and Management

3. Select the Progress Update tab.

2011 - 0102	* Evaluation	\$259,578	Untouched	Chapter 1: Program Planning and Evaluation
<div> <div>Objective</div> <div>Performance Measure</div> <div>Grantee Activities</div> <div>Progress Update</div> </div>				
<p>Objective Name: * Evaluation</p> <p>Association: Chapter 1: Program Planning and Evaluation</p> <p>Type: Required</p> <p>Statement: * All grantees are required to develop and submit an evaluation plan for a component of their program to CDC.</p> <p>IIS Related Objective: <input type="checkbox"/></p>				
2011 - 0201	* Written policies	\$265,274	Untouched	Chapter 2: Vaccine Accountability and Management

4. Select a value for “**Status**”.

- Met
- Partially Met
- Not Met

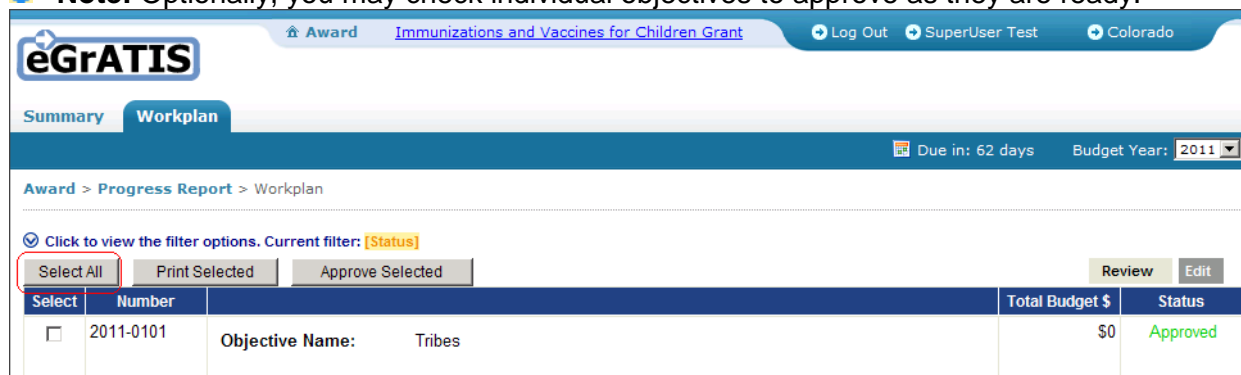
Status: *	<div> <div>Select</div> <div>Select</div> <div>Not met</div> <div>Partially met</div> <div>Met</div> </div>
Progress: *	<div> <div>(2000 characters remaining)</div> <div>ABC</div> </div>
Barriers: *	<div> <div>(2000 characters remaining)</div> <div>ABC</div> </div>

5. Enter **"Progress"**. In the response box provided, describe your progress to date, making sure to highlight successes.
6. Enter **"Barriers"**. In the response box provided, describe barriers you have overcome and/or those yet to be addressed, and request assistance where needed.

Note: *Barriers is not required if Status = Met.*

7. Select **Review** tab after entering progress on each objective.
8. Select the **Select All** button.

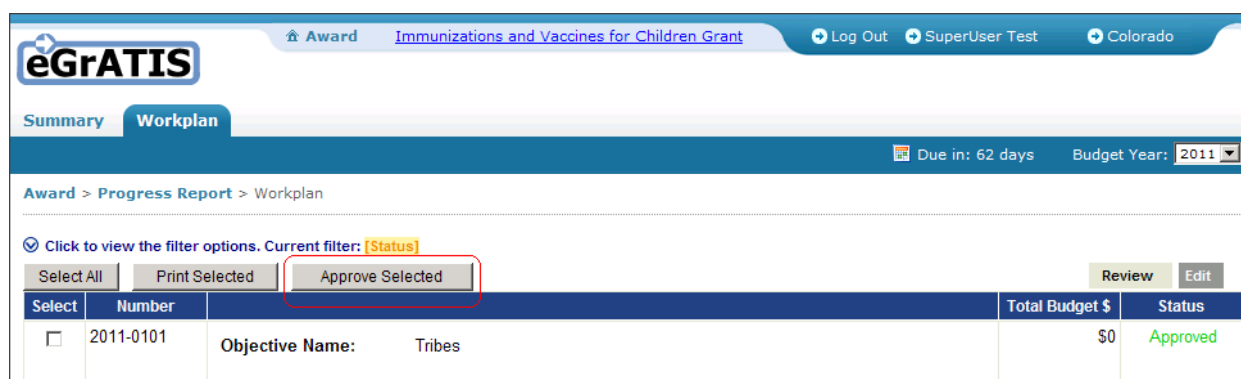
Note: Optionally, you may check individual objectives to approve as they are ready.



The screenshot shows the eGrATIS interface for the 'Immunizations and Vaccines for Children Grant'. The 'Workplan' tab is active. A table lists objectives, with the first row showing '2011-0101' and 'Tribes' with a status of 'Approved'. The 'Select All' button is highlighted with a red box.

Select	Number	Objective Name:	Total Budget \$	Status
<input type="checkbox"/>	2011-0101	Tribes	\$0	Approved

9. Select the **Approve Selected** button. All objectives will be marked approved.



The screenshot shows the same eGrATIS interface as before, but now the 'Approve Selected' button is highlighted with a red box. The table shows the objective '2011-0101' with a status of 'Approved'.

Select	Number	Objective Name:	Total Budget \$	Status
<input type="checkbox"/>	2011-0101	Tribes	\$0	Approved

Note: The system will not allow you to approve objectives missing progress update information. A warning message will be given telling you which objectives are missing information.

You may now go back to the **Summary** page of the Mid Year Progress Report to add any supporting documents as attachments and then submit.

The Workplan section shows a green checkmark because all are approved.

Workplan

All workplan items must reach approved status prior to submission.

Work Plan Overview

Status	Count
Untouched	0
Working	0
Approved	6

* The Work Plan Overview box indicates the status of your work on your objectives.

V. Attach Documents (Optional)

Add any supporting documentation by using the following steps

1. Select the Summary tab.
2. Select the **Add New Attachment** link in the Attachments section.



Home > Progress Report > Summary

Workplan

All workplan items must reach approved status prior to submission.

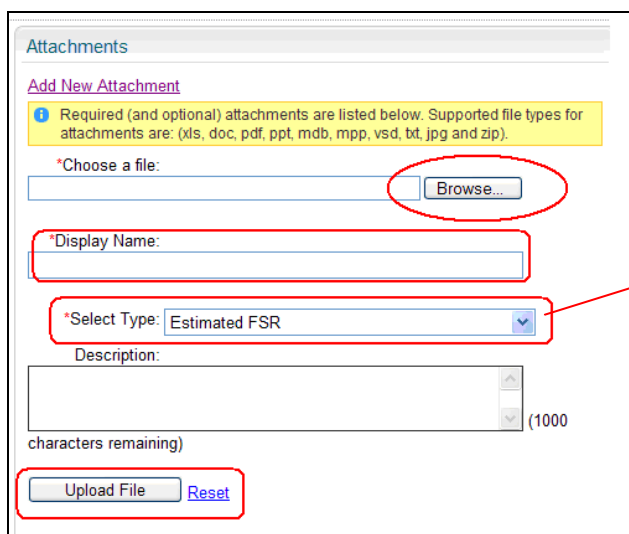
Attachments

[Add New Attachment](#)

Status	Count
Untouched	6
Working	0
Approved	0

* The Work Plan Overview box indicates the status of your work on your objectives.

3. Choose **Browse** in the Attachments area to find the file you wish to attach.
4. Enter a **Display Name** for the attachment. This is the name that will appear as a link in the Attachments area after the attachment has been added.
5. Choose the **Select Type** from the pull down menu. Options are “Estimated FSR” and “Other Additional Mid Year Progress Report”
6. Enter a **description** of the document, if you wish.



Attachments

[Add New Attachment](#)

Required (and optional) attachments are listed below. Supported file types for attachments are: (xls, doc, pdf, ppt, mdb, mpp, vsd, txt, jpg and zip).

*Choose a file:

Browse...

*Display Name:

*Select Type: Estimated FSR

Description:

(1000 characters remaining)

Upload File Reset



*Select Type: Estimated FSR

Description: **Optional-**


Estimated FSR


Other Additional Mid Year Progress Report


There are two types of Optional attachment types.



7. Choose **Upload File** button. (Reset clears the file, display name and description fields)

 **Note:** You may delete this attachment any time prior to finalizing the Mid Year Progress Report module.

 **Note:** There is no limit to the number of files you may attach.

 **Note:** Upload of Microsoft Office 2007 documents are not currently supported.

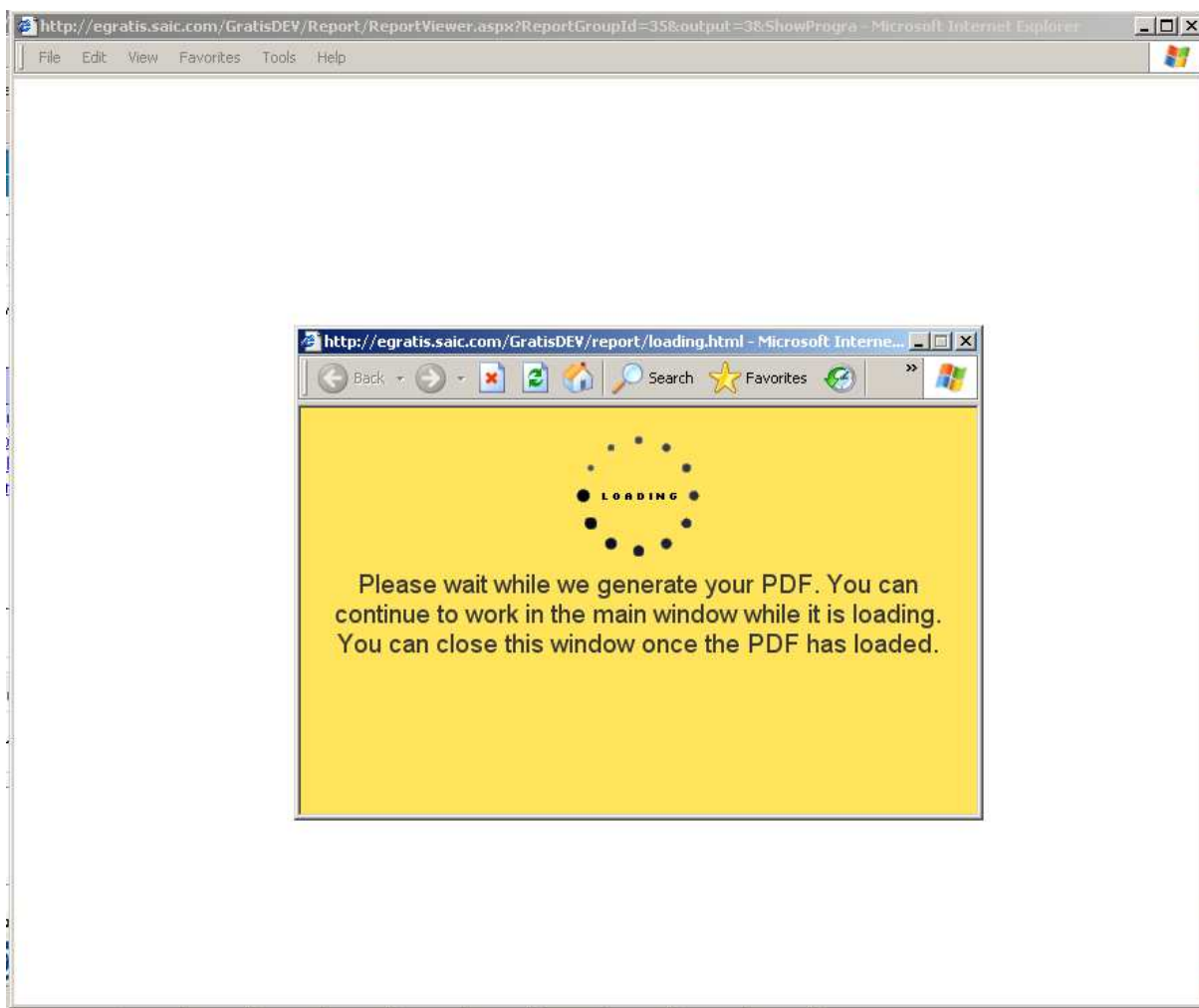
VI. Open/Save Mid Year Progress Report

You can view or save your Mid Year Progress Report by using the following steps

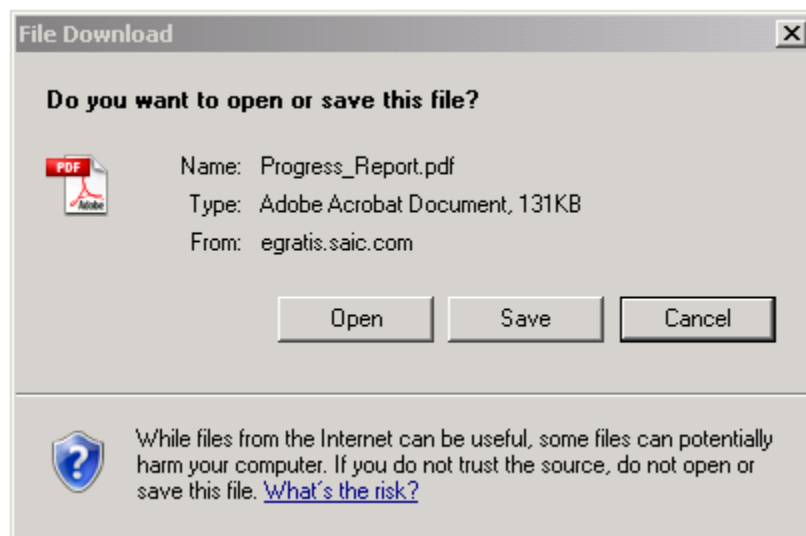
1. Select the Summary tab.
2. Choose the PDF link to open the report.



The system will indicate it is generating the report.



The system prompts you to **Open** or **Save** the file.



3. To view the report, choose **Open**.

(To save the report, choose save and enter a file name for the document)

4. Choose Close when the download is completed.
5. Close the additional browser windows opened to generate the report. (See step 2 above.)



I. Assistance

A. Programmatic Assistance

Programmatic and eGrATIS system related questions should be directed to your Project Officer.

You may also submit questions/issues by email to egratissupport@cdc.gov. When writing to this general mailbox, also cc your Project Officer.

B. SDN Assistance

SDN Helpdesk points of contact may be reached at 1-800-532-9929, option 1.

Send emails to: phintech@cdc.gov.

Appendix A: Mid Year Progress Report (sample page of report)

Workplan Details		
2011-0101: Tribes		
Objective Details		
Modification State:	New Objective	
Status:	Partially met	
Progress:	This is where the progress information is documented by the grantee.	
Barriers:	This is where the barrier information is documented by the grantee.	
Statement:	As part of the grant application and progress reports, grantees must submit documentation that describes how tribes are involved in the planning and implementation of immunization program activities for AI/AN populations	
IIS Related Objective:	Yes	
Grantee Activities:		
ID	Activity Description	
1	Activity 1 for 0101.	
Funding Breakout		
Source Name	Amount	
State Funds	\$29,066	
Performance Measure		
ID	Type	Performance Measure
1	Statement	Submission of documentation as appendix to grant application. (Attach this document via eGrATIS using the Attachments section located on the Application Summary page. Use the Attachment Type = Chapter 1, Tribes.)
<div style="display: flex; justify-content: space-between; font-size: small;"> Gotham City (H23/IP-129456) 2011 Mid Year Progress Report Generated by eGrATIS on 8/14/2011 Page 2 of 76 </div>		